

## APPLICANT EVALUATION FORM

Applicant\_\_\_\_\_

Date\_\_\_\_\_

Job Applied For\_\_\_\_\_

This form is provided to each interviewer to help with the selection process. It should be filled out after the interview. Do not forward this to the Personnel Department as it is an example for your use if you chose to use it.

Evaluation Criteria: Only matters which are clearly related to job performance should be considered: All applicants should be evaluated using the same criteria base. Race, color, religion, sex, national origin, age, marital status, any perceived or real disabilities, and other non-merit factors **MUST NOT** be considered.

1. Applicant has indicated that he will be able to perform all of the essential functions of the job.

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Applicant has indicated that he will not be able to perform the essential function of the job, and that he needs the following accommodations.

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2. Evaluation of the applicant's knowledges, skills, and abilities, work experience and/or education in regard to the requirements of the job:

\_\_\_ A. More than adequate

\_\_\_ B. Adequate

\_\_\_ C. Some deficiencies (not critical)

\_\_\_ D. Strong deficiencies (on-the-job or formal training probably could not overcome them in a reasonable length of time)

List specific reason(s) for above: \_\_\_\_\_

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3. Itemize the applicant's major assets in terms of the job requirements. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Itemize the applicant's major liabilities in terms of the job requirements. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Considering all factors, indicate the applicant's overall suitability for the job.

\_\_\_ A. Highly suitable

\_\_\_ B. Suitable

\_\_\_ C. Unsuitable

6. Additional comments based on job related requirements (reference checks, general impressions, interpersonal skills, etc.). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Applicant was advised he will need an original social security card if he is selected. Yes / No  
Circle One

8. Applicant was advised that the final candidate must pass a drug screen. Yes / No  
Circle One

Departmental Interviewer: \_\_\_\_\_

Date of Interview: \_\_\_\_\_